



Careers, advice and guidance is a key driver within the wider college ethos of 'careers not courses'. It is our aim to provide an innovative, comprehensive and transformative offering that 'enables every student to effectively design their own future and reach their full potential'.

Careers Advice Team Service Standards

1	<p>Weston College learners are continually informed about how careers information, advice and guidance services can help them and how to access the services they need. CIAG services are promoted via:</p> <ul style="list-style-type: none"> - Pre-enrolment information - Induction - Campus promotional materials - Learner publications e.g. Campus Handbook - Theme Weeks - Embedded into the College's ID tutorial programme - Targeted work with tutors (as first point of contact) - Internal SharePoint site - Level 3/Year 2s are all part of a progression Teams group - Fortnightly careers bulletin - Regular staff training - Accessible Careers staff that work across all the three main campuses <p>The Careers Advice Team aim to achieve</p> <ul style="list-style-type: none"> - 100% of learners know how to access careers advice and guidance - 100% of staff are aware of the service offer and know how to refer a learner for careers advice and guidance
2	<p>Learners receive information, advice and guidance that is aspirational and impartial that allows them to make well-informed and realistic decisions about learning and career options, including further and higher education, apprenticeships, gap years, volunteering and employment via:</p> <ul style="list-style-type: none"> - Careers Programme <ul style="list-style-type: none"> o 100% of college learners to receive applicable elements of the Weston College Careers Programme o Careers Advice Team to lead on the delivery of one national careers-related theme week. This is supported by promotion of ad-hoc weeks and activities across the remainder of the academic year - 1:1 appointments <ul style="list-style-type: none"> o College learners and influencers to be able to access 1:1 impartial IAG which they can book at any time themselves online - Access to the College's in-depth careers exploration tool - Career Coach - College learners to have access to an array of online resources via the Careers Sharepoint site

3	<p>As key influencers, parents and carers are informed how information, advice and guidance services can help learners and know how these services can be accessed. To complement this, the Careers Advice Team will deliver a high-quality service in relation to parts of the College's Parental Engagement Strategy that they are responsible for.</p> <p>Careers Advice Team will:</p> <ul style="list-style-type: none"> - Facilitate a Careers Progression Webinar Series for parents - Updates within a termly parents' newsletter - Email parents with targeted information and events - Ensure the School Liaison Team provide advice and guidance that is consistent with that of College learners
4	<p>To ensure a responsive and learner-led service.</p> <p>Careers Advice Team will deliver the following service outcomes:</p> <ul style="list-style-type: none"> - All IAG referrals to be contacted within 5 working days - All IAG action plans/notes to be uploaded to the learner's ProPortal within 5 working days
5	<p>Information, advice and guidance services are regularly and systematically monitored, reviewed and evaluated, and actions are taken to improve services in response to the findings.</p> <ul style="list-style-type: none"> - Surveys and feedback mechanisms <ul style="list-style-type: none"> o 90% of college learners feel confident about their next steps at the end of their college programme o 90% rate the careers service as good/excellent - Process audits <ul style="list-style-type: none"> o Termly CEC compass audits will be carried out by the Careers Leader - Staff observations and Quality Assurance reviews <ul style="list-style-type: none"> o Each member of staff of Careers Advice Team will be observed twice in the academic year o All schemes of work and lessons plans will be subject to the College TLA review
6	<p>Staff providing information, advice and guidance are appropriately qualified, work to relevant professional standards and receive continuing professional development, as well as support department and college to achieve external recognition for its IAG delivery.</p> <ul style="list-style-type: none"> - All staff to hold or be working towards a minimum of IAG level 4 qualification - At least one member of staff is registered with the Career Development Institute (CDI) - Careers Advice Team staff will support the College maintain its Matrix accreditation

For any queries, please contact the Careers Advice Team at careersadvice@weston.ac.uk.

